

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 26th day of August 2015
at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis
Commissioner Lee Wallace

EXCUSED: Commissioner James Riester, Vice-Chairman
P. Andrew Vona, Attorney for District
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
Robert P. Lannon, GHD Consulting Services
Teresa Misiti, GHD Consulting Services
Jeffrey M. Glatz, Niagara County Manager

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Robert B. Cliffe and seconded by Lee Wallace, it was resolved that the minutes of the July 22, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	28.30
Dig Safely	Digging Notifications	52.50
Frontier	Mapleton Rd PS	55.52
National Fuel	Plant	44.37
National Fuel	Shawnee Road PS	44.06
National Fuel	Townline Road PS	101.98

National Grid	Elec Dist - East Canal PS	928.45
National Grid	Elec Dist. - Mapleton Rd	151.93
National Grid	Elec Dist - Moyer Lift	62.11
National Grid	Plant	7,326.21
National Grid	Elec Dist - Shawnee Road	179.98
National Grid	Elec Dist. - Tonawanda Creek Road	380.09
National Grid	Elec Dist. - Townline Road	635.77
National Grid	2044 Niagara Falls Blvd (meter)	21.77
National Grid	2059 Niagara Falls Blvd (meter)	21.02
NYSDEC	Annual Air Facility Fee	160.00
NYSDEC	SPDES Municipal Fees	15,500.00
NYSEG	Rapids Rd PS - Natural Gas	32.54
QLT	Townline Road PS	13.35
Time Warner	Internet Service	753.46
Town of Pendleton Water	Tonawanda Creek Rd PS	11.00
Town of Pendleton Water	East Canal Road PS	54.30
Verizon	East Canal	25.12
Verizon	Moyer Lift PS	25.09
Verizon	Plant	137.90
Verizon	Rapids Rd PS	25.04
Verizon	Shawnee Road PS	24.75
Verizon	Tonawanda Creek Rd PS	29.49
Verizon	Townline Road PS	50.19
WNY Occupational Medicine	Physical & Drug Testing Charge (Jacob Koshinski)	97.00

TOTAL

\$ 26,973.29

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste Services #111	Recycling Service	38.05
Allied Waste Services #111	Sludge Disposal	18,659.17
Bison Laboratories, Inc.	Sodium Hypochlorite	2,666.43
Blodgett, Thomas	Travel Mileage	69.00
City Electric	Electrical Supplies	89.55
Cole-Parmer	Laboratory Supplies	192.15
Drake Lawn & Garden	Lawn Mower Supplies	68.36
Evoqua	Lab Grade Water	185.36
Federal Express	Return Temperature Recorder for Lab	33.71
Fisher Scientific	Lab Supplies	740.73
GHD	July Monthly Retainer	750.00
GHD	2015 Roof Replacement (Project #631123)	1,620.26
GHD	Screen Room Ventilation Project (Project #631139)	2,250.00
GHD	Inspection of NCSD Sanitary Sewer System (Project	6,170.00

	#631143)	
Great Lakes Environmental & Safety Consultants	Inspections for 6 above ground chemical bulk storage tanks	3,250.00
Gui's Lumber	Maintenance Supplies	50.98
Idexx Laboratories	Laboratory Supplies	902.49
Isle Chem	Lab Analysis	581.50
Jani-King of Buffalo, Inc.	Strip & Wax Floors and Clean Carpets at Plant	1,122.78
John W. Danforth Company	Replace Reznor Make-up Air Unit	15,105.00
John W. Danforth Company	Annual Fume Hood Certification	345.00
Pollard Water	Leaf Skimmers Deep Net, Pole, Replacement Mesh	769.46
JP Industrial Supply	Maintenance Supplies	60.80
Koester	Pump Lobe Kit	1,959.01
Lubrication Engineers	Oil for Compressors & Turbines	1,441.00
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
New Pig	Sump Skimmers	608.86
N.F.P. & Sons, Inc.	Gate Valve Replacement(Clarifier Drain Valve Replacement)	14,000.00
Praxair	Maintenance Supplies	103.13
PVS Technologies	Ferrous Chloride Solution	3,627.28
Sampson Cleaning Services	Cleaning for July 25, August 2, 9, 16, 23	350.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Sherwin-Williams	Paint Supplies	1,146.82
Southworth Milton (Milton Cat)	Labor/Parts for repair of CDVR voltage regulator for plant generator	7,301.14
Staples	Office Supplies	179.97
TECsmith Inc	Installation of new sensor on influent flow meter	1,800.00
Teixeira, Joanne	Travel Mileage	20.36
Timkey, John	Clothing Allowance	400.00
Uline	Maintenance Supplies	35.33
Vona, P. Andrew	Monthly Retainer-July 2015	2,500.00
VWR International LLC	Lab Supplies	21.16
WW Grainger	Panel Lights & Solenoid Valves for Pump Stations, Water Heater, Angle Grinder, Flange, Maintenance Supplies, storage tote, beam clamp, trash bags, water cooler	2,679.55
Zep Sales & Service	Maintenance Supplies	105.50
TOTAL		\$ 94,449.16

TOTAL FORWARDED
TOTAL APPROVED O&M
GRAND TOTAL APPROVED

\$ 26,973.29
94,449.16
\$121,422.45

This motion was carried.

Review of the July 2015 Financial Report showed an Operation and Maintenance balance of \$7,583,777.83.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Sewer District's July 2015 Financial Report be approved as presented. This motion was carried.

Communications:

1. Solar Development - Dawn Timm, Director of the Niagara County Refuse District spoke regarding potential solar development in Niagara County, and presented a Solar Photovoltaic System Consulting and Implementation Services report to the Board. She stated that an RFP was issued on May 29, 2015 to companies interested in partnering with the County for remote net metered solar projects. The County received six responses to the RFP and each has been evaluated. Ms. Timm stated that after a preliminary review from the solar vendors, a solar development at our plant site could potentially be favorable and would require approximately 10 acres. Mr. Blodgett stated that the tentative aerial site plan submitted partially placed it on a parcel owned by the Town of Wheatfield that bisects our plant parcel to the west of the active plant site. He stated that the only concern at this point in the preliminary evaluation is the pure size of the system being proposed and the location so that it would not constrict any future expansion that may be needed at the Districts facility. Ms. Timm stated that the next step would be to award the RFP to a solar vendor and that this step would not bind the District or the County at this point. This would just allow each site to be evaluated further for potential development and there is no cost to the District/County in awarding the RFP to a solar vendor, including no commitment to any of the proposed sites for potential development.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves continuing the evaluation for the potential solar development at the District's Liberty Drive site. This motion was carried.

2. Plant Visit - Informational - Mr. Blodgett reported that John Accardo, a 2015 mayoral candidate for the City of Niagara Falls made an informational visit to the District. Mr. Accardo stated that he was visiting the plant to see what processes we used here and particularly relating to the possibility of shared services between the City and the District. Mr. Blodgett and Mr. Timkey discussed the plant design parameters and permit requirements at the District, noting several technical differences between the two systems (including plant designs, flow capacities, and sanitary versus combined systems).

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

1. Repair of Drain Valve on Clarifier #2 - Mr. Timkey reported that during the annual inspection of the clarifier, the original 38 year old valve on Clarifier #2 would not close. An emergency repair needed to be made in order to place the Clarifier back into service. Three quotes for the repair were received, and the drain valve replacement was completed by the lowest bidder N.F.P. Sons, Inc. in the amount of \$14,000.

2. Aeration Tank Flow Meters - Mr. Timkey reported that the 5 of the 12 flowmeter sensors and cables for the aeration tanks need to be replaced. Mr. Timkey stated that they are needed for aeration bypass setpoints and that the sensor/cable equipment it is a sole source item from F.W. Webb Company in the amount of \$1,210 each for the total amount of \$6,050 plus shipping. Mr. Timkey requested Board approval for the purchase of the 5 flowmeter sensors and cables from sole source F.W. Webb Company in the amount of \$1,210 each, for a total amount of \$6,050 plus shipping.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves F.W. Webb Company as the single source vendor for OEM replacement parts for the District's Aeration tank flowmeter sensors and cables. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to purchase 5 flowmeter sensors and cables from sole source F.W. Webb Company in the amount of \$1,210 each, for a total amount of \$6,050 plus shipping. This motion was carried.

3. Treatment Plant Generator Emergency Repair - Mr. Timkey reported that an emergency repair needed to be made to our 10 year old generator at the plant. A faulty voltage regulator and associated equipment needed to be replaced by Milton Cat in the amount of \$7,301.14.

Administrative Directors Report:

a. 2016 Budget - Mr. Blodgett reported that the District's 2016 Budget is due to be submitted to the Niagara County Budget office on September 11, 2015. Mr. Blodgett reported that he and Chairman Smith had discussed a few clarifications regarding some of the line items in the tentative budget submitted last month. Mr. Blodgett requested Board authorization to submit the District's 2016 Budget to the County Budget office with an increase of 0.98%.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for Board authorization to submit the District's 2016 Budget with an increase of 0.98%. This motion was carried.

b. Crown Castle Lease Extension Agreement - Mr. Blodgett reported that the District's Attorney had reviewed the final lease agreement with Crown Castle and that Mr. Vona approved said agreement for final signature by the District's Chairman. Mr. Blodgett requested Board approval for the final Crown Castle lease agreement execution by the District's Chairman as approved by the District's Attorney.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the final Crown Castle lease agreement execution by the District's Chairman as approved by the District's Attorney. This motion was carried.

c. Teamster's Negotiations/Proposal - Executive Session - Mr. Blodgett recommended that the Board go into executive session to discuss Teamsters negotiations/proposal matters. Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Board adjourn to executive session to discuss Teamster's negotiations/proposals. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None
2. DEVELOPMENT OF NEW 10-YEAR CAPITAL IMPROVEMENT PLAN (CRA PROJECT NO. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan.
 - BOARD ACTION REQUESTED – None
3. MAPLETON ROAD PUMP STATION IMPROVEMENTS (GHD PROJECT NO. 631047)
 - Project is complete and closed out.
 - BOARD ACTION REQUESTED – None
4. Flow Study Implementation Project (GHD Project No. 631132)
 - BioWin modeling dry weather data received. Turbidity meter installed and recording data. Project underway, awaiting wet weather/field investigations.
 - BOARD ACTION REQUESTED – Discussion

Mr. Lannon reported that the District's Wet Weather Operating Plan (WWOP) is due for submission to the NYSDEC on October 1, 2015. He reported that that the District will be unable to complete the WWOP until the continuing Plant Flow Study is completed. He requested Board approval to draft a letter to the NYSDEC requesting an extension to capture additional wet weather events, since as

of this date we have only had one recorded event at the Plant, which is not sufficient to base the Flow Study on.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request to draft a letter to the NYSDEC requesting an extension for the submission of the District's Wet Weather Operating Plan. This motion was carried.

Due to the timing for the Wet Weather Operating Plan submission, and in order for the District to be prepared to submit the required documentation in a timely manner, Mr. Blodgett requested that GHD submit a proposal to the Board for consideration at the September meeting for assistance in preparing the NYSDEC required WWOP.

Upon motion duly made by Dennis Brochey and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for GHD to write a proposal for assistance in preparing the Wet Weather Operating Plan required by the NYSDEC. This motion was carried.

5. WPCC 2015 ROOF REPLACEMENT PROJECT (GHD PROJECT NO. 631123)

- Notice to Proceed issued on July 7, 2015. Asbestos removal underway.
- **BOARD ACTION REQUESTED – None**

6. 2015 District I/I Project (GHD Project No. 631143)

- CCTV priority work list created. Quotes received. Project underway.
- **BOARD ACTION REQUESTED – None**

7. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)

- Contracts signed by Custom Sheet Metal. Sent to NCSD for Contract execution.
- **BOARD ACTION REQUESTED – Status of Contract Execution**

Mr. Lannon requested Board approval for the execution of the Contract with Custom Sheet Metal for the Influent Screen Room Ventilation Project. Mr. Lannon stated that the Contracts have been approved and signed by the District's Attorney.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Lannon's request for the execution of the Contract with Custom Sheet Metal for the Influent Screen Room Ventilation Project based upon the approval and signature of the District's Attorney. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

1. Town of Lockport 2015 I/I Project Approval - Mr. Smith requested Board approval for the Town of Lockport's 2015 I/I project for \$20,000 reimbursement towards their major I/I project to rehabilitate sanitary sewers within several areas of the Town tributary to the District. He stated that the Town of Lockport would like to use their 2015 I/I monies towards this project which was bid in April of 2015 in the total project amount of \$521,199.10. The project anticipated completion date is November 15, 2015.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the request of Mr. Smith that the Town of Lockport be reimbursed their 2015 I/I funds in the amount of \$20,000 towards their major I/I project to rehabilitate sanitary sewers within several areas of the Town. This motion was carried.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe the meeting adjourned at 4:40 p.m.